

**UNAPPROVED - DRAFT**

**BOARD OF DENTISTRY  
MINUTES OF EXAMINATION COMMITTEE**

**Thursday, December 12, 2006**

**Department of Health Professions  
6603 W. Broad Street, 5<sup>th</sup> Floor  
Richmond, Virginia 23230  
Board Room 2**

---

**CALL TO ORDER:** The meeting was called to order at 12:40 p.m.

**PRESIDING:** Glenn A. Young, D.D.S., Chair

**MEMBERS PRESENT:** Jacqueline G. Pace, R.D.H.  
Darryl J. Pirok, D.D.S.  
Paul N. Zimmet, D.D.S., Ex-Officio

**STAFF PRESENT:** Sandra Reen, Executive Director  
Howard Casway, Sr. Asst. Attorney General  
Catherine Chappell, Administrative Staff Assistant

**QUORUM:** All four members were present.

**PUBLIC COMMENT:** None

**MINUTES:** Dr. Young asked if any additions or corrections to the minutes of the March 2, 2006 meeting were necessary. On a properly seconded motion by Dr. Zimmet, the minutes were adopted.

Dr. Young asked if anyone had any additions or corrections to the minutes of the September 14, 2006 meeting. On a properly seconded motion by Dr. Zimmet, the minutes were adopted.

**DISCUSSION:** **Law Exam.** Ms. Reen referred the committee to the PSI proposal to provide law examination services and noted that related questions and answers were sent by e-mail to the committee members. She advised that the committee must decide if the proposal should be (1) recommended to the Board for a contract to be issued; (2) negotiated before making a recommendation to the Board; (3) rejected and another RFP issued; or (4) rejected and no contract be pursued.

Dr. Pirok asked if the Board could participate in item selection and exam development. Ms. Reen responded that such participation was addressed on page 21 of the proposal.

Dr. Zimmet inquired as to the Board's prior experience with PSI. Ms. Reen stated that there were no problems in the past and that giving the examination online would simplify administration.

Dr. Young questioned the intent of the examination; whether it is proposed for those in violation of the law or for new applicants? He noted that the number anticipated to take the exam seemed low. Ms. Reen advised that the number was based upon the actual number of orders issued in 2005 and was a beginning number for use as a remedial education resource in disciplinary cases. She indicated that the number would grow, once the exam is in place and the Board could amend its continuing education regulations to give credit for passing the examination. She added that the VCU School of Dentistry had expressed interest in utilizing the examination as a teaching tool for its students.

Ms. Pace inquired if a revision to the regulations for CE credit could be fast tracked. Ms. Reen responded yes. Dr. Pirok remarked that the examination would be useful to all licensees who need to be aware of the current laws and regulations.

Dr. Young inquired as to the committee's role in developing the examination. Ms. Reen advised that the RFP included the laws and regulations to be tested, and that PSI would develop proposed questions. The committee would be able to work through an item review workshop and review answer selections. Once the committee approved the questions and answers, PSI would finalize the examination and administer it.

Dr. Young inquired as to future regulation changes and the impact on the examination. Ms. Reen advised that the Board office would contact PSI regarding any future law changes and that PSI would bill the Board for making changes.

Dr. Young inquired as to a means to pass along the future development expenses to the examination candidates. Dr. Zimmet commented that the test fee could be increased. Ms. Reen noted that this matter could be negotiated before the contract is let so that as the number of candidates increase the direct cost to the board would decrease.

Ms. Reen summarized the outcomes of the committee's discussion as being that the committee wants to (1) to offer a law examination, (2) accept the PSI proposal, (3) negotiate that the cost associated with future revisions will be part of candidate fees, and (4) hold an item review workshop.

Ms. Pace moved to recommend that the Board enter into contract with PSI for a law examination. The motion was seconded and passed. Mr. Casway noted that, in the future, the contract could be terminated, changed, and terms added.

Dr. Young asked about obtaining continuing education credit hours for the examination. Ms. Reen suggested that deciding on such credit should be addressed when the content of the law exam is known.

**Radiation Safety Certification.** Ms. Reen announced that the radiation certification course review guidelines are being revised due to recent changes in the Department of Health's Radiation Safety Regulations. She noted the guidelines would be addressed by the credentials committee but it raised questions about what laws and regulations should be covered in the law exam, specifically should the Health regulations on radiation safety be included. She provided a list of the laws and regulations included in the RFP. Dr. Zimmet inquired as to including HIPPA rules and OSHA requirements. The committee agreed that such rules and regulations were too broad and the scope of should be limited to those included with the RFP.

**ADJOURNMENT**

With all business concluded, the Committee adjourned at 1:45 p.m.

---

Glenn A. Young, D.D.S., Chair

---

Sandra K. Reen, Executive Director

---

Date

---

Date